

**Request for Information  
Interior Design Services  
9-2016/2017**



**PENSACOLA**  
STATE COLLEGE

Pensacola State College is soliciting information for the above referenced project. Please review and deliver your response as the original, two copies, and a digital copy by the date and time shown within the timeline below:

**RFI 9-2016/2017**

Cassie Boatwright, Director of Purchasing and Auxiliary Services  
1000 College Blvd.  
Pensacola, FL 32504

**Timeline**

The following timeline is a general guideline and the College reserves the right to change the dates of any events listed.

<u>DATE</u>	<u>EVENT</u>
December 12, 2016	RFI issue date
January 4, 2017, 9:00am	Non-Mandatory Site Visit, Building 7, Main Lobby
January 9, 2017, 2:00pm	Deadline for questions and requests for clarifications
January 19, 2017, 2:00pm	Responses due

**1.00 Overview**

Pensacola State College is interested in obtaining responses for Interior Design Services. Project will consist of collaboration with College Administration to develop an interior design plan for Building 7 on the Pensacola Campus, Pensacola State College, 1000 College Blvd., Pensacola, FL 32504.

**1.01 Scope of Work**

The initial phase of the project shall include all common areas including hallways, main landing, main stairway, and reception area. This phase shall also include suites 725, 726, 727, 728, and 729. The next phase is likely to include the installation of selected finishes for other office suites in this building.

**1.02 Budget**

The anticipated budget for design services, materials and installation of the resulting design including carpeting, painting, staining, finishes, and furniture is \$300,000. The purchase of materials and installation will be paid for directly by the College to the contractor/supplier.

It is anticipated materials, with exclusion of custom woodwork, if necessary, will be purchased from a State of Florida contract or through an approved purchasing cooperative.

**2.00 Submittal Information**

The following is a list of items to be included with response submission. Please tab each section and respond to each of the listed items in the sequence provided.

**2.01 Company Information**

(Label: Company Information)

Submit Vendor Registration Form (Attachment A)

The firm is to submit a condensed history or executive summary of the firm/business/organization.

This history should include:

- How long your company has been working in the interior design market?
- Number of employees
- Principal place of business and number of other facilities
- Membership to any professional associations, such as the American Society of Interior Designers

**2.02 Relevant Experience Providing Services**

(Label: Experience Providing Advertising Services)

All firms submitting a response to this RFI must provide three to five business references for similar projects. Although we are requesting three to five business references, the firm may provide additional references. It is requested that the contact person identified for each reference is willing and able to discuss the services being provided by your company.

Please include the following information for each of the references being submitted:

- Client's Name
- Client's Address
- Client's Contact Person
- Client's Contact Phone Number
- Client's Contact e-mail
- Identify if client is presently being serviced or is a past client
- Contract Amount
- Summary of Services provided

**2.03 Staffing Plan**

(Label: Staffing Plan)

The response should contain the expected staff levels necessary to provide adequate service for this project. An organizational chart describing the organizational structure can be provided. The function and basic responsibilities of key management and supervisory positions should be outlined.

Include with response the following:

- Project manager(s) assigned to the project and their qualifications
- Designers creating the interior design plan for the project and their qualifications
- Chart describing organizational structure
- Function and basic responsibilities of key personnel

**2.04 Communication Plan & Timeline**

(Label: Communication Plan & Timeline)

The Firm must include details of the communication plan and timeline to meet the requirements for interior design services. The response must contain responses to the following questions:

- What measures do you take to involve clients in the design process?
- How often should we expect to hear from you while the design is being created?
- How will your staff be available to answer questions during and after the design is created?
- How do you communicate the timeliness of the overall project?
- What guarantees do you provide for meeting expected deadlines?
- What is your rate of success for completing previous projects on time?
- Have you experienced any issues in the past three years that made you unable to fulfill project deadlines?

**2.05 Quality of Design** (Quality of Design)  
Provide examples of previously completed projects. The examples can include before and after photos and design specifications. If the vendor so chooses, they can also provide specific information for this project.

**2.06 Pricing Structure** (Pricing Structure)  
Provide the proposed pricing structure for the project and at what points during the project specific payments will be required. Pricing for services is not requested as part of this RFI. Please do not include any pricing with your response, only a proposed pricing structure (ie. percentage of material and installation cost, per hour rate, flat fee, etc.).

Provide responses to the following questions:

- How close to the initial price quote your projects end up costing clients?
- Have you experienced challenges with exceeding budgets in the past?

### **3.00 Notice to Responders**

General Conditions listed below apply to this project.

### **3.01 Communication**

In order to maintain a fair and impartial process, Pensacola State College shall avoid any oral communication with prospective responders other than through the purchasing office during the RFI process. Send all inquiries to [purchasing@pensacolastate.edu](mailto:purchasing@pensacolastate.edu). All written questions and inquiries are due no later than the date and time listed within the timeline. Any addenda issued shall be binding in the same way as if originally written in the RFI specifications and related documents. It is each proposer's responsibility to check the College's website for any addenda at <http://www.pensacolastate.edu/business-psc/>.

### **3.02 Qualifications**

Firms shall furnish documentation of the following:

- a. Firm presently maintains a permanent bona fide place of business practicing this type of work and has had the appropriate experience.
- b. Firm has available, or can obtain, adequate equipment and financial resources to undertake and execute the Contract properly and expeditiously, in accordance with present day practices.

### **3.03 Modification or Withdrawal of Response**

Response modifications will be accepted from firms if addressed to the Owner at the place where Responses are to be received and if received prior to the opening of the responses. Modifications must be in written form. Responses may be withdrawn by written request received from firms prior to the time fixed for opening. Negligence on the part of a firm in preparing the response confers no right for the withdrawal of the response after it has been opened.

### **3.04 Cancellation**

The College reserves the right to cancel this request for information. Further, the College has the ability to terminate any resulting contract with or without cause provided they supply the Firm with thirty (30) day written notice. The firm will only receive payment for the agreed upon services provided at time of notice of cancellation.

### **3.05 Laws**

Should the College pursue a contract with a vendor, the resultant contract shall be governed by the laws of the State of Florida. Pensacola State College is a political subdivision of the State of Florida and as such is exempt from all Federal and State taxes.

### **3.06 Public Records**

Unless specifically exempted by law, all information supplied to the College is subject to disclosure by the College under the State of Florida Public Records Law, Florida Statutes Chapter 119.07 ("Public Records Law"). The College shall permit public access to all materials submitted in connection with this RFI, subject to the provisions of Chapter 119.07 of the Florida Statutes. If a firm submits any documents which the firm claims is confidential information and exempt from Florida Statutes Chapter 119.07 ("Public Records Law"), the firm shall clearly designate it is confidential information and reference the statutory law that protects this information from being disseminated as a result of a public records request. Proposer must specifically identify the exemption being claimed under Florida Statutes 119.07, just labeling a document confidential or similar is not sufficient justification to withhold such documents in response to a public records request.

### **3.07 Additional Terms**

If any contract results, [Pensacola State College's Purchase Order Terms and Conditions](#) shall be incorporated. The College may elect to have one or multiple firms present to the College. Nothing herein is binding to the College or requires the College to issue any resulting contract.

# Vendor Registration

**Purchasing & Auxiliary Services**

Purchasing@PensacolaState.edu

Phone: (850) 484-1794

Fax: (850) 484-1839

**Tax Reporting Name** \_\_\_\_\_

Name shown on income tax return

**Company Name** \_\_\_\_\_

If applicable, DBA name for checks

**Federal Tax Identification Number** \_\_\_\_\_

Employer Identification Number

OR

Social Security Number

**Type of Business**


Corporation

Sole Proprietor

Partnership

LLC \_\_\_\_\_(classification)

**Order form Information** (Information for Obtaining Quotes/Purchase Order Submission)

Street/PO Box \_\_\_\_\_

City \_\_\_\_\_

State/Zip \_\_\_\_\_

Contact Person Name/Title \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Email Address \_\_\_\_\_

Website \_\_\_\_\_

**Payment Address**


Same as Above

Street/PO Box \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Contact Person Name \_\_\_\_\_

Title \_\_\_\_\_

Email Address \_\_\_\_\_

Website \_\_\_\_\_

**Minority Business Status**

Check all that apply to your organization

African American (person having origins in any of the black racial groups of the African Diaspora, regardless of cultural origin)

Hispanic American (person of Spanish or Portuguese culture with origins in Spain, Portugal, Mexico, South America, Central America, or the Caribbean, regardless of race)

Asian American (person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands, including the Hawaiian Islands before 1778)

Native American (person who has origins in any of the Indian Tribes of North America before 1835)

American Woman

**Ability to Conduct Business**

Is your organization legally able to conduct business with public entities in the State of Florida, pursuant to Florida Statute 287.133, and with the Federal Government as per epls.gov?  No  Yes

At the present time, or at any time in the last twelve months, has any owner, officer, stockholder, employee or other person with an interest either directly or indirectly with your company been employed by Pensacola State College?  No  Yes

I certify that the information supplied herein is correct to the best of my knowledge. I further certify that in doing business with Pensacola State College my firm is in compliance with Chapter 112.313, Florida Statutes, relating to conflict of interest ([www.flsenate.gov/Statutes/](http://www.flsenate.gov/Statutes/)). I agree to the Purchase Order Terms and Conditions of Pensacola State College.

\_\_\_\_\_  
Authorized Signature\_\_\_\_\_  
Name and Title\_\_\_\_\_  
Date